

United States Embassy

Tokyo, Japan



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Position Vacancy: TEMPORARY Cultural Affairs Assistant (NAGOYA)

Vacancy Announcement Number: #230

OPEN TO: All Interested Candidates
POSITION: **TEMPORARY Cultural Affairs Assistant (position number A71011)**
***FSN 8, **FS 6 (Full Performance Level)**
OPENING DATE: December 10, 2004
CLOSING DATE: January 5, 2005
WORK HOURS: Full Time 40 hours/week
SALARY: **Not-Ordinarily Resident: FS-6 US\$33,697 p.a. (Full Performance salary)
(Position Grade: FS-6 is confirmed by Washington)
*Ordinarily Resident: FSN-8 ¥8,664,261 p.a. (Full Performance salary)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
4. Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax.

THE U.S. EMBASSY IS SEEKING: An individual for the position of Cultural Affairs Assistant. This is a TEMPORARY appointment to be filled early March 2005, not to exceed September 30, 2005. Under the direct supervision of the Nagoya American Center Director, the Cultural Affairs Assistant conceptualizes, develops and implements cultural programs and other public affairs events that arise through U.S. participation in the 2005 Aichi World Expo. The incumbent plans, coordinates and implements seminars, digital video conferences, performances and press events in all key Mission Performance Plan areas. In addition, the employee advises Nagoya American Center staff on the appropriate thematic focus for public affairs programs and the best venue and audience for achieving USG goals through these programs. The Cultural Affairs Assistant also prepares necessary program support materials and coordinates with colleagues at consulates nationwide.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

1. Education: Bachelor's Degree in Economics, International Relations, American Studies, Social Science, Humanities, Library Science, or other related disciplines is required.
2. Prior Work Experience: Two to three years of progressively responsible experience in conference development, research, academic or private sector exchange programs, program coordination, and/or media production is required.

3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English and Japanese is required.
4. Knowledge: General knowledge regarding current academic discourse (in both U.S. and Japan) on various subjects related to program themes, such as arts and cultures, U.S. society, economics, and U.S.-Japan relations is required. Working knowledge of the key experts and institutions in those fields, as well as basic knowledge about international exhibitions and/or the 2005 Aichi World Expo is required.
5. Skills and Abilities: Ability to develop, schedule, and help constituent posts carry out substantive speaker programs, cultural events and press events is required. Ability to draft correspondence and reports in English; brief high level American experts; have working knowledge of e-mail, word processing and database software applications is required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. EFM: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. AEFM: An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or Uniformed Service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

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